

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET  
WASHINGTON, D.C. 20503

June 17, 1970

CIRCULAR NO. A-44  
Revised  
Transmittal Memorandum No. 1

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Government-wide study to improve Federal reporting and  
reduce related paperwork

1. Purpose. A major element of the Government-wide management improvement program, as described in Bureau of the Budget Circular No. A-44, Revised (February 16, 1970), paragraph 7, is the periodic selection of common operational areas for Government-wide study. This Transmittal Memorandum sets forth the policy and procedures to be followed by departments and agencies for conducting the first of these--a Government-wide study to improve Federal reporting and reduce related paperwork. The study will involve three types of reporting: public, interagency, and internal reporting.

Attachment A describes in detail the responsibilities assigned and the actions required in conducting the study. The Bureau of the Budget, with the assistance of the General Services Administration, will provide project direction and coordination for this study.

2. Coverage and effective date. This Transmittal Memorandum applies to all departments and agencies and is effective immediately.

ROBERT P. MAYO  
Director

Attachments

(No. A-44)

MORI/CDF